

SAVANNAH DISTRICT HURRICANE PLAN

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RECORD OF CHANGES

[illegible]

HURRICANE PLAN

1. Purpose. This plan provides information and guidance and establishes staff responsibilities before, during, and after a hurricane strikes within the District's civil works boundaries.
2. Applicability. This plan is applicable to all District office staff and field element chiefs.
3. References.
 - a. AR 500-60, 1 Aug 81, Disaster Relief.
 - b. ER 11-1-320, 1 Oct 98, Civil Works Emergency Management Activities.
 - c. ER 500-1-1, 11 Mar 91, Natural Disaster Procedures.
 - d. ER 690-1-321, 25 Nov 74, Civilian Personnel Staffing for Emergency Operations.
 - e. CESAD Supplements A & B to ER 500-1-1, 1 Mar 79, Natural Disaster Procedures.
 - f. CESAS Plan 500-1-1, 1 May 96, Natural Disaster Procedures.
 - g. CESAS Plan 500-1-3, 1 Feb 00, Natural Disaster Notification Plan.
 - h. Federal Response Plan with revisions (for Public Law 93-288, as amended), Apr 99.
4. General. The Savannah District is bordered on the east by the Atlantic Ocean and is subject to damage from coastal storms.
 - a. Hurricane. The most severe coastal storm is the hurricane, a counterclockwise circulation of clouds and winds 74 MPH or greater. Its strength is rated on a scale from 1 to 5, with the larger numbers being the most severe. (See Appendix A.) A hurricane can cause extensive damage as a result of winds,

This plan supersedes DR 500-1-9, dated 1 Aug 97.

flooding, and tide. Damage will vary depending on the size of the storm, the tide conditions, and the location of landfall. Tornadoes are sometimes spawned within a hurricane. Appendix A contains definitions of terms used by the National Weather Service.

b. Other Governmental Responsibilities. Response to floods and coastal storm emergencies is the responsibility of local and State governments. Flood or coastal storm emergency operations may be undertaken by the U.S. Army Corps of Engineers (USACE) to supplement local and State efforts only upon receipt of appropriate requests and local assurances.

c. Readiness 2000. Readiness 2000 (R2K) is a Federal initiative that organizes and manages resources through a national strategy and aligns the Readiness community into a corporate USACE team that shares planning responsibilities and response capabilities. The five elements of R2K include:

- (1) Threat/history-based resource allocation
- (2) Planning and Response Teams (PRTs)
- (3) Deployable Tactical Operations Systems (DTOS)
- (4) Centralized training, exercise and evaluation and corrective action mission - USACE Readiness Support Center (RSC); and
- (5) Response support templates and national database.

d. Advance Contracting Initiative. The Advance Contracting Initiative (ACI) is a strategy aimed at streamlining the contracting process during a disaster response. USACE has been developing the ACI for more than 3 years and it was used during Hurricanes Georges and Floyd.

(1) ACI contracts reduce the cost of soliciting contracts by limiting the number of requests, and by requiring 3-year contract periods rather than annual solicitations. Moreover, ACI contracts allow awards to be made without obligation of funds and standardize contracts USACE-wide, which enables immediate effectiveness of Planning Response Teams (PRT). ACI contracts also enhance the ability of small businesses concerned with competing for these contracts. Also, ACI contracts allow for

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accessing multiple vendors. Currently, ACI contracts support the acquisition and distribution of commodities such as ice, water, temporary roofing, power, and debris.

(2) ACI: Ice and Water Contracts, for FY 2000, USACE has contracts in place for acquisition and distribution of water and ice. Tasks can be applied to the Indefinite Delivery, Indefinite Quantity (IDIQ) contracts. With the IDIQ option, the requirements are negotiated, the best value source selection must be given, and \$100,000 is awarded for meeting requirements. An increased money value will be issued for contracts with the IDIQ option. A preposition for using the requirements is needed and the IDIQ option is used for larger missions. The single solicitation will be awarded by a lead soliciting District and will be based on 1-year ordering period with 2-year options. Task orders are established by the impacted Major Subordinate Command (MSC). FY 2000 assignments are:

(a) CESAW - Water

(b) CESAC - Ice

(3) ACI: Temporary Power, Roofing and Debris Management Contracts. The single solicitation for power, roofing, and debris is negotiated, must contain a best value source selection, and must have requirements contracts with the IDIQ option of 1-year base ordering period with two additional 1-year options. The single solicitation will cover Mississippi Valley Division (MVD), North Atlantic Division (NAD), South Atlantic Division (SAD), Southwestern Division (SWD), and possibly Pacific Ocean Division (POD). Multiple contracts will be awarded and each MSC will identify geographic areas for which contracts will be awarded. The contracts will provide for primary performance in specific geographic locations and will further provide for task orders anywhere within MSC's Area Of Responsibility (AOR). 2000 assignments:

(a) CESAJ - Temporary Roofing

(b) CESAS - Power

(c) CESAM - Debris

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e. Phases.

(1) Hurricane Phase 0 - Pre-hurricane season.

(2) Hurricane Phase I - A hurricane is in a position which could produce hurricane force winds in the area in the next 72 hours.

(3) Hurricane Phase II - A hurricane is in a position which could produce hurricane force winds in the area in the next 48 hours.

(4) Hurricane Phase III - Hurricane force winds could strike the area in the next 24 hours.

(5) Hurricane Phase IV - Hurricane force winds are expected to strike the area in the next 12 hours. All elements are advised to seek shelter and remain there until the threat has passed.

(6) Hurricane Phase V - Hurricane force winds are striking the area.

5. Implementation. This plan will be implemented upon direction of the Commander, his authorized representative, or by direction of the Division Commander.

6. Mission. Preceding and during flood and coastal emergencies, Savannah District will prepare for and conduct operations to preserve Federally owned and maintained flood control works and other facilities operated by the U.S. Army Corps of Engineers; furnish appropriate technical assistance to State and local authorities; and furnish direct assistance either by supply of needed materials or equipment or by undertaking Federal flood fighting and rescue operations appropriate under statutory authorities of the Chief of Engineers as prescribed in ER 500-1-1 and AR 500-60.

7. Execution.

a. Concept of Operations. Phase I consists of normal day-to-day operation and checking and updating the Hurricane Plan. Phase II consists of planning, checking, and beginning of preparations to protect personnel and property, and reviewing plans and checklists. Phase III consists of final preparations

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for storm protection. Upon execution of Phase IV, all personnel who have not relocated will move to a shelter or protected area. Final preparations for storm protection must have been completed. Damage assessment missions will be assigned.

b. Tasks.

(1) Commander. Responsibilities of the Commander are described in Chapter 2, ER 500-1-1. Many of these responsibilities are delegated to lower echelons as described. The Commander will perform the following duties as required during flood and coastal emergencies.

(a) Generally supervise and review all emergency activities of the District.

(b) Make final decisions on all questions of policy.

(c) Decide when District resources are to be committed for emergency operations and rescue work.

(d) Request assistance from the Division Commander in the event it is necessary to obtain additional equipment, personnel, and/or supplies.

(e) Submit to higher authority recommendations for authorization of emergency projects.

(f) Assign special or unusual emergency activities.

(g) Locate in vicinity of EOC during Phase IV.

(h) Prepare a checklist of emergency actions by phases.
(See Appendix C, Tab 1)

(2) Deputy Commander.

(a) Act for the Commander in his absence.

(b) Keep the Commander advised of staff execution of emergency operations.

(c) Clear the release of information of a controversial nature.

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(d) Keep the Commander informed on the state of the emergency and progress of operations.

(3) Chief, Emergency Management Division.

(a) Coordinate emergency planning and other advance preparation requirements.

(b) Monitor and supervise appropriate education and training programs.

(c) Act as interim Controller of the Emergency Operations Center (EOC) until the full complement of the Crisis Management Team (CMT) is activated.

(d) Order implementation of this plan.

(e) Serve as Operations Officer for the Commander to ensure all emergency operations are properly coordinated and executed.

(f) Direct activities of the EOC.

(g) Authorize all work orders and completion reports for emergency work, including the issuance and acceptance of all Military Interdepartmental Purchase Requests (DD Form 448) for work for other Districts and agencies.

(h) Request assistance through the South Atlantic Division (CESAD-ET-CR) for additional personnel to support the disaster as the situation warrants.

(i) Keep the Hurricane Plan and all reference CESAS Plans up-to-date.

(j) Prepare a checklist of emergency actions by phases.
(See Appendix C, Tab 2)

(k) Serves as a member of CMT.

(l) Develop Emergency Power and Temporary Housing Planning Response Teams.

(m) Develop staffing for Emergency Response and Recovery Office (ERRO).

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(4) Chief, Office of Security and Law Enforcement.

(a) Review and implement, as required, all security requirements for District emergency activities.

(b) Supply representative for CMT when requested.

(c) Provide written information, as appropriate for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(d) Prepare a checklist of emergency actions by phases.
(See Appendix C, Tab 18)

(5) Chief, Engineering Division.

(a) Maintain liaison with National Weather Service, U.S. Geological Survey, non-Federal hydroelectric projects, and others to ensure exchange of data and flood information.

(b) Ensure that proper flood storage space is maintained in the USACE projects and in non-Federal projects where the flood storage space has been specified in the license.

(c) Provide engineering support staff for the ERRO as required.

(d) Furnish technical assistance to State and local governments when requested by the CMT.

(e) Investigate and report on flood potential when requested by the CMT or whenever deemed necessary.

(f) Keep survey parties advised of possible disaster conditions.

(g) Prepare engineering plans, maps, and estimates of costs as required for the preparation of emergency work and rehabilitation studies.

(h) Investigate damaged flood control works.

(i) Prepare a checklist of emergency actions by phases.
(See Appendix C, Tab 3)

(j) Supply representative for CMT when requested.

(k) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(6) Chief, Construction Division.

(a) Ensure that field forces are properly informed of flood forecast and impending severe weather conditions.

(b) Furnish personnel for preliminary damage assessment teams.

(c) Maintain a list, including location, of Government-owned equipment, e.g., sedans, trucks, earth-moving equipment, pumps, and radios, which could be used in emergency situations.

(d) Provide construction support staff for the ERRO as required.

(e) Supply representative for CMT when requested.

(f) Furnish equipment and personnel for supportive emergency repair and restoration activities.

(g) Administer, supervise, and inspect contracts and work performed by contractors in support of disaster recovery.

(h) Prepare a checklist of emergency actions by phases. (See Appendix C, Tabs 4 and 13)

(i) Provide written information for Situation Reports daily. Samples for daily reports are contained in Appendix B.

(7) Chief, Operations Division.

(a) Inspect non-Federal flood control works and inform local interests of any weakness in their protection systems. (See Appendix XX, ER 10-1-3, and paragraph 3-9, ER 500-1-1.)

(b) Inspect Federal flood control works and shore or hurricane protection works for safety and proper operation and act to correct any deficiencies (see Chapter 5, ER 500-1-1, and

Appendix XX, ER 10-1-3).

(c) Maintain a list of Government floating and land plant located in the Savannah District.

(d) Take steps necessary to protect all District floating and land plant and facilities.

(e) Utilize Government plant and personnel in case of an emergency when it is not possible to obtain advance authority.

(f) Inspect navigation channels and markers and remove unreasonable obstructions to navigation using contractors as required. Coordinate with the U.S. Coast Guard and report condition of markers.

(g) Coordinate with the U.S. Coast Guard (USCG) and report condition of channels in accordance with the Memorandum Of Understanding (MOU) dated April 2000.

(h) Supply representative for CMT when requested.

(i) Provide support staff for the ERRO as required.

(j) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(8) Chief, Real Estate Division.

(a) Organize and maintain real estate teams for field support to secure the necessary assurances, hold harmless agreements, rights-of-entry, and resolutions from local entities, obtain the required rights-of-entry, acquire and subsequently dispose of any real estate interests needed to accomplish the mission. Monitor and coordinate all real estate requirements and activities.

(b) Maintain a list, including location, of Government-owned equipment, e.g., sedans, trucks, earth-moving equipment, pumps, and radios, which could be used in support of disaster recovery.

(c) Provide real estate support staff for the ERRO, as required.

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(d) Be prepared to give priority to the acquisition of any real estate interests which may be necessary in support of the District's emergency disaster activities.

(e) Prepare a checklist of emergency actions by phases.
(See Appendix C, Tabs 6 and 14)

(f) Supply representative for CMT when requested.

(g) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(9) Chief, Planning Division.

(a) Organize, train, and maintain a report preparation unit for the EOC/ERRO. This unit will be responsible for assembling all data and for preparing reports during and after an emergency.

(b) Supply a report unit for the ERRO if required.

(c) Conduct reconnaissance investigations to determine the extent and severity of flooding and to collect engineering data. Provide emergency reports.

(d) Prepare a checklist of emergency actions by phases.
(See Appendix C, Tab 7)

(e) Supply representative for CMT when requested.

(f) Provide support staff for the ERRO as required.

(g) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(10) Chief, Contracting Division.

(a) Maintain and update annually, a list of contractors and vendors for construction, services, and supplies who have responded to sources sought synopses or by other means have indicated a desire to undertake emergency work within the District.

(b) Be prepared to implement emergency contracting procedures and request through the Division additional contracting authority for disaster operations. Ensure that a sufficient number of contracting officers with adequate warrants are available to support disaster operations.

(c) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 8)

(d) Initiate contact with ACI contractor for temporary power and be prepared to mobilize advance contractor team.

(e) Supply representative for the CMT when requested.

(f) Provide service contract wage rates.

(g) Provide support staff for the ERRO as required.

(h) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(11) Chief, Resource Management Office.

(a) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 9)

(b) Assist the Commander in maintaining balance and efficiency in the execution of the disaster emergency plan by directing activities relating to disbursements, cost accounting, budgeting, management, and manpower. Assure that funds are available for normal preparation in advance of natural disasters. During disasters, expedite travel advance checks and ensure that other financial resources are readily available during Phase III in anticipation of Phase IV during which time only designated personnel have a need for funds.

(c) Supply representative for the CMT when requested.

(d) Provide support staff for the ERRO as required.

(e) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

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(12) Personnel Officer.

(a) Assist Emergency Management Division (EM), as requested, in obtaining personnel needed for disaster operations within the District, i.e., establishing ERRO, disaster operations necessitated by GAP legislation or Federal Emergency Management Agency (FEMA) assigned missions.

(b) Assist District managers in obtaining additional personnel needed for expanded normal District mission functions.

(c) Hire additional temporary personnel by 30-day appointment in accordance with the provisions of ER 690-1-321 when requested.

(d) Assist and advise any field office on any matters of personnel action within the District.

(e) Provide such personnel services as may be required.

(f) Prepare a checklist of emergency actions by phases.
(See Appendix C, Tab 10)

(g) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(h) Supply representative for the CMT when requested.

(13) Office of Counsel.

(a) Render legal advice and assistance to the Commander and all components of the District.

(b) Supply representative for the CMT when requested.

(c) Prepare a checklist of emergency actions by phases.
(See Appendix C, Tab 19)

(14) Chief, Information Management Office.

(a) Supply representative for the CMT when requested.

(b) Provide for all required information technology services.

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(c) Provide for all administrative support services.

(d) Prepare a checklist of emergency actions by phases.
(See Appendix C, Tab 11)

(e) Provide additional representative to the CMT when required.

(f) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(15) Chief, Public and Legislative Affairs Office. (See Chapter 13, ER 500-1-1.)

(a) Advise the Commander on public affairs and legislative impacts and issues.

(b) Arrange for photographic and video coverage of the disaster area.

(c) Assure the collection and recording of newsworthy information in connection with the emergency and USACE activities.

(d) Assemble and screen information; check for authenticity, and provide maps of action areas.

(e) Ensure that EM and CESAD-ET-CR are provided copies of all photographs and videos.

(f) Be prepared to support the Federal Response Plan.

(g) Provide information to news media representatives regarding USACE involvement and activities and provide other assistance to media representatives as required. If needed, provide facilities for representatives of news services (desk space, telephones, guide services, etc.) removed from the EOC or field office.

(h) Recommend and train personnel for emergency public affairs units to be located at ERRO.

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(i) Prepare a checklist of emergency actions by phases.
(See Appendix C, Tab 12.)

(j) Supply representative for the CMT when requested.

(k) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in

Appendix B.

(16) Chief, Safety and Occupational Health Office.

(a) Render staff assistance to operating officials on safety matters for protection of the life and health of employees engaged in emergency disaster activities.

(b) Coordinate safety activities throughout the disaster area.

(c) In the event of a disaster/emergency of such magnitude as to require activation of ERRO under the emergency organization, assign a qualified safety representative to advise and assist in the administration of the safety program.

(d) Supply representative for the CMT when requested.

(e) Prepare a checklist of emergency actions by phases.
(See Appendix C, Tab 17)

(f) Provide a safety briefing to all personnel engaged in emergency operations.

(g) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(17) Chief, Logistics Management Office.

(a) Arrange for transportation and lodging of personnel and materials as necessary.

(b) Issue emergency supplies and equipment and provide property accountability.

(c) Prepare a checklist of emergency actions by phases.

(See Appendix C, Tab 15)

(d) Supply representative for the CMT when requested.

(e) Maintain information on rates, schedules, and capabilities of available transportation systems, secure reservations, expedite authorization of travel orders, and issue transportation requests.

(f) Arrange for sheltering of dependents of personnel working in and assigned to the EOC.

(g) Provide support staff for the ERRO as required.

(h) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(18) Chief, Programs and Project Management Division.

(a) Inspect and document conditions of all ongoing projects and/or study areas prior to and following storm event.

(b) Furnish technical assistance to State and local governments when requested by the CMT.

(c) Provide support staff for the ERRO as required.

(d) Prepare a checklist of emergency actions by phases.
(See Appendix C, Tab 16)

(e) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(f) Supply representative for CMT when requested.

(19) Internal Review Office.

(a) Provide audit and audit liaison support and assistance to the Commander and all components of the District.

(b) Supply representative for the CMT when requested.

(c) Prepare a checklist of emergency actions by phases
(see Appendix C, Tab 20)

(20) Other District Elements. Other elements of the District will operate in the normal manner unless otherwise directed.

8. Administration and Logistics.

a. Administration. Normal administration policies of the District will be followed during an emergency except that all actions and directions in support of the emergency will be directed by the CMT.

b. Logistics. This plan will not be used as authority for the requisition of supplies or equipment unless directed by the CMT. Normal supplies and equipment will be used in support of the emergency and replaced or added to as the situation warrants.

9. Command and Signal.

a. Command.

(1) The CMT will direct all actions required by the emergency.

(2) The Commander has delegated to the Chief, Emergency Management Division, the authority to determine the execution time of each phase.

(3) Notification procedures will be as outlined in CESAS Plan 500-1-3.

(4) All reports will be coordinated through the EOC and the Chief, Emergency Management Division, or his assistant and will be released by the Commander or his authorized assistant.

(5) First alternate District EOC, if required, will be will be the J. Strom Thurmond Powerplant.

b. Signal. Normal channels.

6 Appendices	/s/ JOSEPH K. SCHMITT
App A - Terms and Definitions	COL, EN
App B - Situation Report	Commanding
App C - Checklist of Emergency Actions	
App D - Emergency Response and Recovery Office	
App E - Distribution	

DISTRIBUTION: See Appendix E

APPENDIX A

Terms and Definitions Used By The
National Weather Service

Advisory -- A method for disseminating hurricane and storm data to the public every 6 hours. Small craft warnings are released as necessary.

Gale Warning -- Wind speed of 39-54 MPH expected.

Hurricane -- When a tropical storm reaches winds of 74 mph or more, it is classified as a hurricane.

Hurricane Watch -- A hurricane may threaten the area identified.

Hurricane Warning -- A hurricane is expected to strike your area within 24 hours or less.

Intermediate Advisory -- A method of updating regular advisory information every 2 to 3 hours as necessary.

Special Advisory -- Warning given anytime there is a significant change in weather conditions or change in warnings.

Storm Surge -- A rise in sea level above normal tidal heights, wind-driven waves, and strong unpredictable currents sometimes covering 50 miles; caused by strong winds associated with hurricanes and tropical storms.

Tornado Watch -- Tornadoes and severe thunderstorms are possible in the area identified.

Tornado Warning -- Tornado detected in the area identified.

Tropical Depression -- An area of low pressure, rotary circulation of clouds and winds to 38 MPH.

Tropical Disturbance -- A moving area of thunderstorms in the tropics.

Tropical Storm -- Counterclockwise circulation of clouds and

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winds 39-73 MPH. This storm is assigned a name.
TAKE SHELTER.

A hurricane strength is described by the Saffir-Simpson Hurricane Scale, as follows.

CATEGORY ONE: Winds of 74-95 miles per hour.

CATEGORY TWO: Winds of 96-110 miles per hour.

CATEGORY THREE: Winds of 111-130 miles per hour.

CATEGORY FOUR: Winds of 131-155 miles per hour.

CATEGORY FIVE: Winds greater than 155 miles per hour.

APPENDIX B

Daily Reporting Format
Hand-Carry to EOC NLT 0800 Daily

Office Symbol _____ Period Covered

Ongoing Operations (projects, missions):

Command's Support Services (personnel, communications, electronic operation, logistics, public affairs, security, safety):

Command and Control (Commander's assessment, liaison officers):

Actions for Next Reporting Period:

Prepared by:

Released by (division chief):

Submit electronically/attach hard copy of reports, e.g., engineering, contract, mission, and personnel data.

APPENDIX C

Checklist of Emergency Actions

<u>Element</u>	<u>Page</u>	<u>Tab</u>
Civilian Personnel Advisory Center	C-10-1	10
Construction Division	C-4-1	4
Construction Field Offices	C-13-1	13
Contracting Division	C-8-1	8
District Engineer	C-1-1	1
Emergency Management Division	C-2-1	2
Engineering Division	C-3-1	3
Information Management Office	C-11-1	11
Internal Review Office	C-20-1	20
Logistics Management Office	C-15-1	15
Office of Counsel	C-19-1	19
Office of Security & Law Enforcement	C-18-1	18
Operations Division	C-5-1	5
Planning Division	C-7-1	7
Programs & Project Management Div	C-16-1	16
Public Affairs Office	C-12-1	12
Real Estate Division	C-6-1	6
Real Estate Field Offices	C-14-1	14

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Resource Management Office	C-9-1	9
Safety & Occupational Health Office	C-17-1	17

APPENDIX C
TAB 1

Hurricane Action Checklist

Commander

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide
provide update to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 hours before landfall)
 - a. Review plans relevant to emergency
response.
 - b. Evaluate potential impact on ongoing
missions. _____
 - c. Increase surveillance and awareness
of weather conditions.
 - d. Remind staff of specific reporting
requirements
3. PHASE II (48 hours before landfall)
 - a. Activate EOC
 - b. Contact adjacent Commanders.
 - c. Attend key staff briefings.
 - d. Apprise Division Engineer of District
readiness status and/or requirements.

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- e. Direct actions to protect government materials or equipment subject to storm damage.
 - f. Remind staff of specific reporting requirements.
4. PHASE III (24 hours before landfall)
- a. Release non-essential personnel or when evacuation is directed by County Emergency Management Agency. (Administrative Leave).
 - b. Evaluate EOC requirements. _____
 - c. Apprise CESAD Commander of District's response posture.
5. PHASE IV (12 hours before landfall)
- a. Notify staff of any change in guidance.
 - b. Remind staff of specific reporting requirements.
 - c. Remind staff to ensure non-essential personnel seek shelter.
6. PHASE V (Hurricane force winds are striking the Georgia coast.)
- a. Support EOC operations as required.
7. RECOVERY OPERATIONS
- a. Communicate support from CESAD as required.
 - b. Attend daily staff meetings.

- c. Solicit "First Impressions" input from staff.
- d. Determine need for establishing Emergency Recovery Office.
- e. Assess damage to plant and resume operations in District Office (or alternate headquarters, if required).
- f. Release personnel from duty as situation demands.
- g. Receive Preliminary Damage Survey Reports from EOC.

APPENDIX C
TAB 2

Hurricane Action Checklist

EMERGENCY MANAGEMENT DIVISION

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review and update CESAS Plan 500-1-9.
 - b. Update list of key EOC personnel.
 - d. Make coordination visits to FEMA,
Georgia Emergency Management Agency
(GEMA) and EM Officials in coastal counties.
 - e. Update and distribute Hurricane
Awareness Plan prior to the
beginning of the hurricane season.
 - f. Update notebooks for each coastal county
with all pertinent information.
2. PHASE I (72 hours before landfall)
 - a. Notify staff of phase change.
 - b. Normal day-to-day operations.
 - c. Review Hurricane Plan.
 - d. Initiate a log of EOC activities.
 - e. Prepare and distribute weather
advisories to all District staff.

- f. Check EOC and field equipment.
 - g. Request POC with telephone numbers from each division and office.
 - h. Support CESAD-ET-CR personnel requirements for the Federal Response Plan.
3. PHASE II (48 hours before landfall)
- a. Notify staff of phase change and need to protect government material and equipment subject to storm damage.
 - b. Notify CMT, Alert teams and EOC personnel to be on standby for work assignments.
 - c. Contact CD for available personnel for damage survey.
 - d. Request that Government Services Administration (GSA) conduct operational test on emergency generator.
 - e. Request that GSA check fuel supply for emergency generator.
 - f. Check radio equipment and place portable batteries on charge. Request full time radio operator.
 - g. Check video tape equipment and place batteries on charge.
 - h. Check communications with coastal county Emergency Management Directors.
 - i. Submit initial storm potential report. (See sample, Appendix B.)
 - j. Activate the EOC on direction from Commander or authorized representative.

- k. Establish communication with South Atlantic Division and Charleston and Jacksonville Districts.
 - l. Establish contact with GEMA.
 - m. Contact Thurmond Powerplant for possible relocation of EOC.
 - n. Establish contact with National Weather Service.
 - o. Conduct staff briefing.
 - p. When EOC is activated, request funds from CESAD for EOC operations. Create work item and resource plan.
 - q. Determine vehicle and aircraft requirements for EOC and alert teams and provide to LM.
 - r. Determine expendable supplies needed in EOC and submit list to CESAS-LM.
 - s. Prepare and distribute weather advisories to all District staff.
 - t. Request Pay Cap and Fair Labor Standards Act (FLSA) (exempt/nonexempt) waiver.
4. PHASE III (24 hours before landfall)
- a. Notify staff of phase change.
 - b. Activate the EOC to full staff.
 - c. Establish contact with FEMA.
 - d. By telephone brief and pre-position preliminary damage assessment teams.
 - e. In conjunction with the Chief, Civilian

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Personnel Advisory Center, recommend to the Commander when employees should be dismissed based on coordination with County Emergency Management Agency.

- f. Continuation of "h" and "i", Phase II.
 - g. Conduct staff briefing (include statement about space for emergency personnel family members).
 - h. Prepare and distribute weather advisories to all District staff.
 - i. Activate CMT as required.
 - j. Assign Corps liaison personnel to State and local EOC's. Provide State and local EOC's with names of personnel
 - k. Request personnel to write and provide situation reports (SITREPs) to EOC and maintain a 24-hour log.
 - l. Submit SITREPs.
 - m. In conjunction with RM, prepare Customer Order when funds are received from CESAD.
5. PHASE IV (12 hours before landfall)
- a. Call all essential personnel to EOC.
 - b. Notify staff of phase change.
 - c. Maintain the EOC in operational state.
 - d. Protect employees and equipment as required.
 - e. Relocate to alternate EOC if required.
 - f. Submit SITREPs.
 - g. Reserve aircraft for aerial survey if required.

- h. Alert South Atlantic Division (CESAD-ET-CR) of need for additional personnel to support the disaster as the situation warrants.

6. PHASE V (Hurricane force winds are striking the Georgia coast.)

- a. Maintain EOC/Alternate EOC in operational state.
- b. Redefine vehicle and aircraft requirements, determine areas to be surveyed, and prepare initial response plan.
- c. Submit SITREPS. _____

7. RECOVERY OPERATIONS

- a. Upon direction of the District Commander, coordinate ERRO establishment. _____
- b. Coordinate with State concerning implementation of GAP authority.
- c. Request assistance through South Atlantic Division (CESAD-ET-CR) for additional personnel to support the disaster as the situation warrants.
- d. Dispatch preliminary damage survey teams to ascertain effects and extent of damages.
- e. Place response personnel on standby.
- f. Place personnel for FEMA support on standby.
- g. Dispatch photographer.
- h. Overfly area for preliminary damage

data for SITREPs, if required.

- i. Submit SITREPs.
- j. Task other District elements to accomplish all assigned emergency missions.
- k. Conduct staff briefing as soon as possible.
- l. Issue public notice for Corps assistance, if needed based on storm damage.
- m. Contact affected State and local Emergency Management Agencies.
- n. Approve all work orders and complete reports for emergency work, including issuance and acceptance of requests from other Districts or agencies.
- o. Request personnel assistance as required.
- p. Prepare list of available response personnel. Provide EOC a copy.
- q. In conjunction with HR & IR establish tours of duty, schedules, pay entitlements, personnel guidelines/procedures. Prepare memo stating policies and forward to respective offices.
- r. Prepare list of available equipment and its location. Provide EOC a copy.
- s. Contact field offices listed in CESAS Plan 500-1-13 in para 4.d dated 1 June 2000 and obtain information on all employees that have reported in.
- t. Create work item, resource plan and funding accounts for all missions/activities.

- u. Prepare travel orders and labor PR&C's.
Notify timekeepers of labor charge code.
- v. Initiate request for additional funds
when necessary.
- w. Reconcile bills to cost ledger, run
financial cost reports for back up,
review, certify and mail bills to
respective organizations.
- x. Follow up of bill payments.
- y. Monitor financial accounts and close
when physically and fiscally complete

APPENDIX C
TAB 3

Hurricane Action Checklist

ENGINEERING DIVISION

Action
DTG & Initials

1. PHASE 0 (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE 1 (72 hours before landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to emergency response.
 - c. Top off fuel tanks in all pickups and 4X4 sport utility vehicles assigned to EN. _____
 - d. Branch chiefs verify access to laptop computers in case of possible evacuation. _____
3. PHASE II (48 hours before landfall)
 - a. Coordinate with representatives of all utilities operating hydropower generation facilities within the Savannah District.
 - b. Contact the USGS (Georgia and South Carolina Districts) for exchange of information and flood data.

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- c. Contact the River Forecasting Center in Atlanta, GA, and Columbia, SC, to exchange District data and resulting RFC river stage predictions.
- 3. PHASE III (24 hours before landfall)
 - a. Provide representative for CMT if directed.
 - b. Release personnel from duty as directed by the Commander or his authorized representative.
 - c. Branch Chief, Section Chiefs and Team Leaders call and report location and phone numbers to West Georgia Area Office within 24 hours of reaching Evacuation point. _____
 - d. For potential category 3 storms, H&H specialist evacuated to Thurmond, As directed. _____
- 4. PHASE IV (12 hours before landfall)

Qualified personnel from EN-H will be available to support the staff of Emergency Management Division. Others will be released.
- 5. PHASE V (Hurricane force winds are striking the Georgia coast.)

Support EOC operations as required.
- 6. RECOVERY OPERATIONS
 - a. Confirm safety status of assigned personnel. _____
 - b. Coordinate all activities through EOC. _____

- c. Dispatch emergency flood disaster teams to applicable river basins to ascertain effects and extent of damages.
 - d. Contract for aerial mapping of damage areas, if required.
 - e. Furnish support personnel as required.
 - f. Prepare list of available personnel. Provide EOC a copy.
 - g. Prepare list of available equipment and its location. Provide EOC a copy.
 - h. Provide EOC with daily updates for inclusion in SITREPS.
-

APPENDIX C
TAB 4

Hurricane Action Checklist

CONSTRUCTION DIVISION

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 hours before landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to emergency response.
3. PHASE II (48 hours before landfall)
 - a. Ensure that field forces and contractors are properly informed of flood forecast and impending severe weather conditions.
 - b. Maintain a list with location of Government-owned equipment which could be used in emergency situations.
 - c. Prepare a list of construction contractors performing work in Savannah area.
 - d. Furnish the names of Chief, Construction Division, Alternate Chief, Construction Division, and supporting staff for the telephone numbers and home addresses.

- e. Provide names and location of personnel to perform Preliminary Damage Assessments. _____
- 4. PHASE III (24 hours before landfall)
 - a. Ensure that field forces are properly informed of flood forecast and impending severe weather conditions.
 - b. Release personnel from duty as directed by the Commander or by his authorized representative.
 - c. Review actions required in Phase II.
 - d. Provide representative for CMT if directed.
- 5. PHASE IV (12 hours before landfall)

Essential personnel are on standby for work assignment. Others seek safe shelter.
- 6. PHASE V (Hurricane force winds are striking the Georgia coast.)

Support EOC operations as required.
- 7. RECOVERY OPERATIONS
 - a. Confirm safety status of assigned personnel. _____
 - b. Coordinate all activities through EOC _____
 - c. Furnish support personnel as required.
 - d. Prepare damage surveys to Government property and compile reports from other elements.
 - e. Furnish equipment and personnel and supportive emergency repair and

restoration of Government property.

- f. Administer, supervise, and inspect contracts and work performed by contractors in support of the emergency.
 - g. Prepare list of available personnel. Provide EOC a copy.
 - h. Prepare list of available equipment and its location. Provide EOC a copy.
 - i. Provide EOC with daily updates for inclusion in SITREP.
-

APPENDIX C
TAB 5

Hurricane Action Checklist

OPERATIONS DIVISION

Action
DTG & Initials

1. PHASE 0 (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 hours before landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to emergency response.
 - c. Review and update OP emergency instructions handout and revise as necessary. _____
 - d. Fuel boats and trucks. Load boats on trailers. Attach property transfer forms, home telephone numbers and cellular telephone list on larger boats. _____
 - e. Notify J. Strom Thurmond, Hartwell and Richard B. Russell Projects of weather Forecast and plans. Discuss their role as POC for District Employees and review procedures for receiving calls and relaying messages. _____
 - f. Reserve rooms at an inland motel for _____

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hydrographic survey crew.

- g. Revise emergency work schedule as necessary. _____
- h. Issue pre-prepared instructions to be followed in event storm hits. (Distribute handout to all team members in District Office. Send info copies to field offices) _____
- i. Check communications equipment _____
- j. Check and test run all emergency power plants. _____
- k. Determine dredging contractors' plans for protecting their plant during the storm. _____
- l. Move EXPLORER to safe haven. Category of storm will determine crewing and location and method of mooring. _____

3. PHASE II (48 hours before landfall)

- a. Advise all floating plant working in District including hopper dredges and contractors of weather forecast.
- b. Advise superintendents of Augusta and Macon Levees to be prepared to install stop logs and/or sandbag closures as appropriate if heavy rains cause flooding.
- c. Notify J. Strom Thurmond, Hartwell, and Richard B. Russell Projects of weather forecast.
- d. Load equipment on boats. Move crane and forklift to upper parking lot.
- e. Revise emergency work schedule as required.

- f. Issue pre-prepared instructions to be followed in event storm hits.
 - g. Check radio.
 - h. Check and test run all emergency power plants.
 - i. Dispatch one survey boat and crew to inland location.
4. PHASE III (24 hours before landfall)
- a. Advise all floating plants to cease operations and to seek safe haven.
 - b. Plant in other areas will seek safe haven inland. Crew will tend vessel as required.
 - c. Release personnel from duty as directed by the Commander or his authorized representative.
 - d. Provide representative for CMT if directed.
5. PHASE IV (12 hours before landfall) Standby Watch
- a. Provide OP representative to CMT/EOC.
 - b. Maintain contact with crews.
 - c. Personnel in danger area will seek shelter.
6. PHASE V (Hurricane force winds are striking the Georgia coast.)
- Support EOC operations as required.
7. RECOVERY OPERATIONS

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- a. Confirm safety status of assigned personnel. _____
- b. Coordinate all activities through EOC. _____
- c. Reassemble crews.
- d. Assess damage to plant.
- e. Mobilize survey boats (DOWNS and OSSABAW). Survey Savannah Harbor, Brunswick Harbor and AIWW in that Priority order and as necessary.
- f. In cooperation with other elements, send crews to field to inspect damage.
- g. Return land plant to assigned locations.
- h. Provide support personnel, as required.
- i. Prepare list of available personnel. Provide EOC a copy.
- j. Prepare list of available equipment and location. Provide EOC a copy.
- k. Provide EOC with daily updates for inclusion in SITREP. _____

APPENDIX C
TAB 6

Hurricane Action Checklist

REAL ESTATE DIVISION

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 hours before landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to emergency response.
3. PHASE II (48 hours before landfall)
 - a. Notify field offices and Forest Resources personnel of present conditions.
 - b. Update list of Government-owned vehicles and their location
4. PHASE III (24 hours before landfall)
 - a. Alert field offices and Forest Resources personnel to present conditions and advise them to take precaution to protect Government property.
 - b. Notify person to serve as Chief of Real

Estate for ERRO.

- c. Provide representative for CMT if directed.
 - d. Release personnel from duty as directed by the Commander or his authorized representative.
5. PHASE IV (12 hours before landfall)
- Essential personnel are on standby for work assignment. Others seek safe shelter.
6. PHASE V (Hurricane force winds are striking the Georgia coast.)

Support EOC operations as required.

7. RECOVERY OPERATIONS

- a. Confirm safety status of assigned personnel. _____
- b. Coordinate all activities through EOC. _____
- b. Identify potential ERRO sites. _____
- c. Check list of available staff.
- d. Check list of available equipment and its location.
- e. Check with field offices and Forest Resources personnel for SITREPs.
- f. Furnish personnel as required for emergency teams.
- g. Be prepared for priority acquisition of any real estate necessary for support of District emergency activities.

- h. Prepare list of personnel available for recovery operations. Provide EOC a copy.
 - i. Prepare list of equipment, and its location, available for recovery operations. Provide EOC a copy.
 - j. Provide support personnel, as required.
 - k. Provide EOC with daily updates for inclusion in SITREP.
-

APPENDIX C
TAB 7

Hurricane Action Checklist

PLANNING DIVISION

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 hours before landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to emergency response.
3. PHASE II (48 hours before landfall)
 - a. Determine status and availability of personnel from Planning Division that could be called to support EOC activities prior to, during or after the storm event.
 - b. Chief, PD-S, will alert and advise field reconnaissance investigation teams on storm situation.
 - c. Provide technical assistance to State local officials upon request.
 - d. Notify and advise EOC technical report

teams.

- e. Notify EM of number and type of vehicles and supplies needed if Phase IV is initiated.

4. PHASE III (24 hours before landfall)

- a. Continuation of "a," "b," "c," and "d" of Phase II.
- b. Provide identification for appropriate team members and other critical personnel as needed.

5. PHASE IV (12 hours before landfall)

Continuation of "a," "b," "c," and "d" of Phase II.

6. PHASE V (Hurricane force winds are striking the Georgia coast.)

Support EOC operations as required.

7. RECOVERY OPERATIONS

- a. Confirm safety status of assigned personnel. _____
- b. Coordinate all activities through EOC. _____
- c. Continuation of "a" and "c" of Phase II.
- d. Field reconnaissance teams are dispatched to determine the extent and severity of flooding and collect engineering data. They will provide information as appropriate to the EOC for SITREPs.
- e. EOC technical report teams will be activated and given reporting places and times.

- f. Prepare a list of available personnel.
Provide EOC a copy.
- g. Prepare a list of available equipment
and its location. Provide EOC a copy.
- h. Provide support personnel, as required. _____
- i. Provide EOC with daily updates for
inclusion in SITREP. _____

APPENDIX C
TAB 7

Hurricane Action Checklist

PLANNING DIVISION

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 hours before landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to emergency response.
3. PHASE II (48 hours before landfall)
 - a. Determine status and availability of personnel from Planning Division that could be called to support EOC activities prior to, during or after the storm event.
 - b. Chief, PD-S, will alert and advise field reconnaissance investigation teams on storm situation.
 - c. Provide technical assistance to State local officials upon request.
 - d. Notify and advise EOC technical report

teams.

- e. Notify EM of number and type of vehicles and supplies needed if Phase IV is initiated.

4. PHASE III (24 hours before landfall)

- a. Continuation of "a," "b," "c," and "d" of Phase II.
- b. Provide identification for appropriate team members and other critical personnel as needed.

5. PHASE IV (12 hours before landfall)

Continuation of "a," "b," "c," and "d" of Phase II.

6. PHASE V (Hurricane force winds are striking the Georgia coast.)

Support EOC operations as required.

7. RECOVERY OPERATIONS

- a. Confirm safety status of assigned personnel. _____
- b. Coordinate all activities through EOC. _____
- c. Continuation of "a" and "c" of Phase II.
- d. Field reconnaissance teams are dispatched to determine the extent and severity of flooding and collect engineering data. They will provide information as appropriate to the EOC for SITREPs.
- e. EOC technical report teams will be activated and given reporting places and times.

- f. Prepare a list of available personnel.
Provide EOC a copy.
- g. Prepare a list of available equipment
and its location. Provide EOC a copy.
- h. Provide support personnel, as required. _____
- i. Provide EOC with daily updates for
inclusion in SITREP. _____

APPENDIX C
TAB 8

Hurricane Action Checklist

CONTRACTING DIVISION

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 hours before landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to disaster response.
 - c. Ensure that ACI contracts for water, ice, debris, temporary roofing and temporary power have been awarded and are available for review. ACI for power is on the Webpage.
 - d. Mobilize ACI Temporary Power Contractor's Advance Team.
3. PHASE II (48 hours before landfall)
 - a. Review contract provision, bid schedules and ordering requirements for all ACI contracts (water, ice, temporary roofing, debris and temporary power). Make contact with contractor to ensure he is ready to mobilize.

- b. Review bidders mailing list and potential construction contractors and prepare lists of current architect-engineer indefinite delivery indefinite quantity contracts (including limitations and remaining capacity) which provide for civil works response to natural disasters.
 - c. Compile list of truck/automobile rental agencies and truck hauling contractors in surrounding areas.
 - d. Place CT personnel on standby for work assignment.
4. PHASE III (24 hours before landfall)
- a. Continue personnel on standby for work assignment.
 - b. Provide representative for CMT if directed.
 - c. Release personnel from duty as directed by the Commander or his authorized representative.
5. PHASE IV (12 hours before landfall)
- a. Confirm list of truck/automobile rental agencies and truck hauling contractors in surrounding area.
 - b. Ensure essential personnel are on standby for work assignment.
6. PHASE V (Hurricane force winds are striking the Georgia coast.)
- Support EOC operations as required.
7. RECOVERY OPERATIONS
- a. Confirm safety status if assigned _____

personnel.

- b. Coordinate all activities through EOC. _____
- c. Ensure personnel are available for
preparing contracts.
- d. Prepare list of available personnel.
Provide EOC a copy.
- e. Provide support personnel, as required.
- f. Provide EOC with daily updates for
inclusion in SITREP. _____

APPENDIX C
TAB 9

Hurricane Action Checklist

RESOURCE MANAGEMENT OFFICE

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)

- a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
- b. Update RM Disaster Team Listing, ensure primary and alternates are appointed for all duties and telephone numbers are correct. Provide copy of listing to EM.
- c. Update RM Disaster Team Members duties as functions or policy and procedures change. _____
- d. Prepare and maintain and alternate plan of action for executing duties in event of power outage and system malfunction. _____
- e. Attend EM/RM training. _____
- f. Review the RM Functional Guide and EM regulations for changes in policy and implement changes. Advise RM Disaster Team Members of current policies and procedures. _____
- g. Hold pre-disaster meeting on expectations of team members; such as on-call responsibility, EOC activities, overtime requirement, technical expertise, travel requirement, credit card requirement, etc. _____

- h. Send letter to EM advising them to review their CEFMS permissions against permissions required to perform functions during a disaster and request any additional permissions needed. _____
- i. Contact SAD to advise of additional staffing needs. _____
- j. Draft letter for supervisors and timekeepers in event of early labor certification requirement due to imminent disaster. _____

2. PHASE I (72 hours before landfall)

- a. Normal day-to-day operations.
- b. Review plans relevant to emergency response.
- c. The RM will be the first to be contacted. _____
- d. RM disaster team meeting held, review Hurricane Plan. Discuss the status of Current situation. _____
- e. Recheck POC listing, ensure the availability of all team members. Provide updated POC listing to EM. Check CEFMS permissions. _____
- f. Discuss any current RM issues that could impact the disaster situation. _____

3. PHASE II (48 hours before landfall)

- a. Coordinate with EM on any request for funding or any reprogramming action.
- b. Pull the Civil Status of Funds Report or the 3011a Report to review

Fund availability. (Appropriations
3125, 3121, 3122, and 3123)

- c. Be available to load funding, create Funding Authorization Documents in PBAS, create programs, work items, resource plans, PR&C assignment authorizations, PR&C certifications as necessary.
- d. Notify EM of fund certifiers. _____
- e. Notify UFC disaster POC of current situation. _____
- f. Send out timekeeping instructions letter. _____

4. PHASE III (24 hours before landfall)

- a. RM EOC representative briefs the RM disaster team on current status of disaster.
- b. Review status of funding. Record any RFA pre-declaration/pre-scripted missions received from FEMA as customer orders in (CEFMS) iaw prescribed instructions from FEMA. Load reimbursable program, create customer order, seek technical approval, proceed to financially approve and accept work. Track each mission by separate work item.
- c. Identify any additional resources from Phase 0. Advise CPAC and EM in determining RM emergency manpower needs.
- d. Provide representative for CMT if directed.
- e. Release personnel from duty as directed

by the Commander or his authorized representative.

- f. Ensure proper separation of pre-declaration and post-declaration mission costs. _____
- g. Assist or prepare labor, travel, government orders, or in-house PR&Cs. Ensure accuracy customer and government order loading data for accuracy in billing. One government order per FEMA mission per support activity. _____

5. PHASE IV (12 hours before landfall)

- a. RM EOC representative will brief the RM disaster team members on current status of disaster.
- b. Prepare financial status report, discuss funds received by different programs, committed, obligated, expensed, unobligated, and available
- c. Load any changes in missions funding, increasing programs, creating customer orders, work items, etc.

6. PHASE V (Hurricane force winds are striking the Georgia coast.)

- a. Support EOC operations as required.
- b. Assess need for additional resources to perform RM duties. Coordinate with CPAC and EM. _____

7. RECOVERY OPERATIONS

- a. Confirm safety status of assigned personnel. _____

- b. Coordinate all activities through EOC. _____
- c. Provide financial advice to EM.
assistance to damage assessment or
emergency teams and other involved
personnel.
- b. Provide financial status reports,
detailing funds authorized, committed,
obligated, expensed, unobligated and
available.
- c. Load any changes in mission funding,
increasing programs, creating customer
orders, work items, etc.
- d. EM/RM review mission billing
and possible closeouts.
- e. RM accountant will validate that bills
are accurate. Perform any cost transfers
as requested. Research nay discrepancies
in cost, credit billing and unbilled cost.
Work with UFC in resolving financial matters
Relative to FEMA issues.
- f. Prepare list of available personnel.
Provide EOC a copy.
- g. Provide support personnel, as required.
- i. Provide the EOC with daily updates for
inclusion in SITREPS. _____
- j. Seek additional RM resources as required. _____
- k. Review checklist, Appendix Q, EP 37-1-6
for closeout instructions. _____

APPENDIX C
TAB 10

Hurricane Action Checklist

CIVILIAN PERSONNEL ADVISORY CENTER

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 hours before landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to emergency response. Also review pre-positioned tools for accomplishment of CP/HR responsibilities associated with recovery operations. Cause all responsible CP representatives to refresh themselves on pertinent issues outlined in following paragraphs.
3. PHASE II (48 hours before landfall)
 - a. Alert Division/Office chiefs to begin planning for possibility of:
 - (1) Employees being called upon to perform duties associated with recovery operations, i.e. those employees trained or otherwise qualified to perform the the duties of the duty descriptions contained in the Function Guides and who are normally assigned to work in the FLSA status appropriate for the work described in the duty descriptions.

- (2) Remote possibility of requiring emergency hires from the local labor market. If potential needs are identified, alert the Georgia Department of Labor.
- b. After coordination with CESAS-EM, advise the Commander on excused leave associated with emergency dismissal needs. Involve PA as needed should radio and television announcements be anticipated outside of duty hours.
 - c. Update telephone numbers on emergency dismissal policy. _____
 - d. Reissue the emergency dismissal policy contained in CESAS Hurricane Awareness Plan 500-1-13. Request Division/Office chiefs to communicate to their employees the specific contact points for them to call following the hurricane. Employees should be reminded not to assume excused absence following the hurricane. Remind employees they may be needed for recovery operations following the hurricane. _____
 - e. Alert HQ to put the HR Contingency Team on notice of potential need to respond. _____
 - f. Alert the CP/EOC assignee to make arrangements to report to the EOC during a hurricane. _____
4. PHASE II and/or III (Depending upon the speed with which estimates and assessment in Phase I are completed - 48/72 hours to landfall.)
- a. Assist managers in informing SAS employees of pay implications of work associated with the recovery operations, i.e., FLSA/overtime payment expectations.

- b. If SAS managers anticipate TDY staffing assistance, coordinate with CESAS-EM to review procedures for requesting TDY assistance, i.e. staff requirements beyond SAS resources with SAD EOC
 - c. Begin a compilation of TDY needs by duty description category.
 - d. Should anticipated labor/staffing needs indicate detail and/or TDY assets won't meet mission needs, work with CT to make use of private sector temporaries.
 - e. Review in-processing procedures. _____
 - f. Provide representative for EOC if directed. _____
 - g. Release personnel from duty as directed by the Commander or his authorized representative. _____
5. PHASE IV (12 hours to landfall)
- Continue to maintain contact with appropriate organization and agencies.
6. PHASE V (Hurricane force winds are striking the Georgia coast.)
- Support EOC operations as required.
7. RECOVERY OPERATIONS
- a. Confirm safety status of assigned personnel. _____
 - b. Coordinate all activities through EOC. _____
 - c. Verify with EOC original estimate of needs and make any necessary revisions.

- d. In coordination with EOC(s) request TDY assistance through SAD EOC from other Districts within the Division if sufficient numbers cannot be obtained within the District as directed by the CMT. _____
- e. Obtain HQUSACE authority to circulate our needs Corps-wide if necessary.
- f. Prepare list of available personnel. Provide EOC a copy.
- g. Prepare list of available equipment and its location. Provide EOC a copy.
- h. Provide support personnel, as required.
- i. Provide EOC with daily updates for inclusion in SITREPS. _____
- j. Support recovery operations by in-processing all employees deployed in support of the disaster.

APPENDIX C
TAB 11

Hurricane Action Checklist

INFORMATION MANAGEMENT OFFICE

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 hours before landfall)
 - a. Inventory expendable IM-related supplies and portable equipment required for emergency operations and procure to correct any shortages.
 - b. Coordinate with LM to ensure sufficient quantity of 33-gallon plastic bags are on hand.
 - c. Review plans relevant to emergency response.
3. PHASE II (48 hours before landfall)
 - a. Confirm with GSA that CESAS is on the priority list for restoration of telephone service as soon after the emergency as possible.
 - b. Obtain assistance from EN to physically inspect all roof antennas at Federal Building. Put staff on standby to relocate to an alternate EOC if necessary to support radio

communications.

- c. Inspect records holding areas and assess potential for damage based on known or anticipated storm severity.
 - d. Issue reminder and written instructions to all District staff on procedures to back-up data files on microcomputers.
 - e. Conduct briefing for Emergency Response Team members on radio operations as needed.
 - f. Coordinate with LM on the distribution of plastic bags to IM coordinators for covering all ADP equipment throughout the building.
4. PHASE III (24 hours before landfall)
- a. Be prepared to release non-essential employees when deemed necessary by the Commander. Designate one contact person (as alternate to CIM) for IM staff to contact at regular intervals once released. Notify essential IM staff of their responsibilities and release them to make personal preparations so they can return to duty station promptly.
 - b. Obtain updated checklist of forms and IM-related supplies and equipment needed for EOC operations and make arrangements for delivery to EOC.
 - c. Obtain guidance from EM regarding timing of shutdown of automated operations. Issue reminder to all District staff to ensure that ADPE, files, etc., are located for maximum protection against wind and water damage due to possible window breakage

once shutdown is ordered. Issue guidance to IM staff regarding preparation for power down of all ADPE in computer room.

- d. Upon orders from the Commander, turn off, unplug and drape electronic equipment with plastic bags.

5. PHASE IV (12 hours before landfall)

- a. Continue uncompleted Phase III activities.
- b. Support EOC, including setup for IM-related support at alternate EOC as required. Essential staff stand by for mission. Assign staff to EOC to maintain and/or restore post-storm radio communications.
- c. Secure and safeguard all equipment.

6. PHASE V (Hurricane force winds are striking the Georgia coast.)

Support EOC operations as required.

7. RECOVERY OPERATIONS

- a. Confirm safety status of assigned personnel. _____
- b. Coordinate all activities through EOC _____
- c. Check damages to IM facilities and equipment.
- d. Contact all IM employees to assure their safety and relay information concerning reporting back to work.
- e. Make available any portable radios and

other communication equipment for emergency use. Verify that an adequate property accountability system is in place for all IM equipment.

- f. Furnish area ERRO with requested IM-related supplies and equipment.
All requests for the purchase or acquisition of information management supplies or equipment must be coordinated through and approved by the IM office.
- g. Provide mail/messenger service for the EOC or other ERRO.
- h. Re-establish 24-hour communications capability if necessary.
- i. Prepare daily Situation Reports (SITREPs) for all IM-related activities. (See sample format, Appendix B.)
- j. Prepare list of available personnel. Provide EOC a copy.
- k. Prepare list of available equipment and its location. Provide EOC a copy.
- l. Provide support personnel, as required.

APPENDIX C
TAB 12

Hurricane Action Checklist

PUBLIC AFFAIRS OFFICE

Action
DTG & Initials

1. PHASE 0 (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 Hours Before Landfall)
 - a. Normal day-to-day operation.
 - b. Review plans relevant to emergency response.
3. PHASE II (48 Hours Before Landfall)
 - a. Alert PA personnel, including photographer attached to PA, to be on standby for work assignments.
 - b. Assess PA needs/requirements, to include equipment (tape recorders, cameras, video equipment, etc.).
 - c. Coordinate/establish contact with EM staff.
 - d. In coordination with EM, assist in informing District headquarters and field office personnel of emergency situation.
 - e. Establish contact with South Atlantic Division and Charleston and Jacksonville

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Districts PAO.

4. PHASE III (24 Hours Before Landfall)

- a. Upon activation of the EOC, assign PA representative as required.
- b. Monitor newspapers and broadcasts and initiate newspaper clipping file for staff routing.
- c. Respond to news queries, as appropriate, concerning anticipated role of District in damage surveys and/or alert status of District personnel.
- d. Provide representative for CMT if required.
- e. Release personnel from duty as directed by Commander or his authorized representative.

5. PHASE IV (12 Hours Before Landfall)

- a. Essential personnel are on standby for work assignments. Others seek safe shelter.
 - b. Protect personnel and equipment as required.
 - c. Activate recorded message for employees as referenced in par. 4 c. of CESAS Plan 500-1-13.
 - d. Contact all field offices listed in par. 4d of CESAS Plan 500-1-13 and provide information and guidance to pass to employees reporting to these locations.
-

6. PHASE V (Hurricane force winds are striking the Georgia Coast.)

Support EOC operations as required.

7. RECOVERY OPERATIONS

- a. Confirm safety status of assigned personnel. _____
- b. Coordinate all activities through EOC. _____
- c. Dispatch PA representative and photographer to accompany preliminary damage survey teams as required.
- d. Keep EM and DE informed of PA matters including media requests and presence.
- e. Prepare press advisories and news releases as required.
- f. Stand by to take other PA action as required.
- g. Continuation of "e," Phase II.
- h. Continuation of "b" and "c," Phase III.
- i. Prepare a list of available personnel. Provide EOC a copy.
- j. Prepare a list of available equipment and its location. Provide EOC a copy.
- k. Provide support personnel, as required.
- l. Provide copies of all photographs and videos to EM and CESAD-ET-CR.
- m. Provide EOC with daily updates for inclusion in SITREPS. _____

APPENDIX C
TAB 13

Hurricane Action Checklist

CONSTRUCTION FIELD OFFICES

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 Hours Before Landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to emergency response.
3. PHASE II (48 Hours Before Landfall)
 - a. Inform field office personnel of hurricane watch and impending severe weather conditions after notification has been received.
 - b. Inform contractors of expected conditions.
 - c. Check all Government equipment at the field office which could be used in emergency situations. Ensure they are fueled and in operable condition.
 - d. Maintain a list of equipment and available operators should it be needed.

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- e. Make plans for moving any Government equipment or Government property if it becomes necessary.
 - f. Ensure communications system is working and notify EOC of any communication problems.
 - g. Ensure alert cadre personnel are available for emergency operations.
 - h. Revise emergency work schedule as required.
 - i. Issue instructions to be followed in case storm hits.
4. PHASE III (24 Hours Before Landfall)
- a. Inform field office personnel of imminent severe weather conditions.
 - b. Inform EOC of current local conditions as requested.
 - c. Maintain radio contact with personnel engaged in emergency operations.
 - d. Implement plans to move persons and equipment as may be required for protection.
 - e. Maintain liaison with District EOC for current data and forecast.
 - f. Release personnel from duty as directed by Commander or his authorized representative.
5. PHASE IV (12 Hours Before Landfall)
- a. Essential personnel are on standby for work assignment. Others seek safe shelter.

- b. Protect employees and equipment as required.
- 6. PHASE V (Hurricane force winds are striking the Georgia Coast.)
Support EOC operations as required.
- 7. RECOVERY OPERATIONS.
 - a. Confirm safety status of assigned personnel. _____
 - b. Coordinate all activities through EOC. _____
 - c. Make necessary inspections of structures and facilities.
 - d. Support damage survey teams as required.
 - e. Initiate "windshield surveys" as directed.
 - f. Establish contact with EOC as soon as possible if communications are interrupted.
 - g. Prepare list of available personnel. Provide EOC a copy.
 - h. Prepare list of available equipment and its locations. Provide EOC a copy.
 - i. Provide support personnel, as required.

APPENDIX C
TAB 14

Hurricane Plan Checklist

REAL ESTATE FIELD OFFICES

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 Hours Before Landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to emergency response.
3. PHASE II (48 Hours Before Landfall)
 - a. Inform field office personnel of hurricane watch and impending severe weather conditions after notification has been received.
 - b. Notify Real Estate point of contact of employees available for possible assignment to support EOC if requested.
 - c. Check all Government vehicles under field office control which could be used in emergency situations. Ensure they are fueled and in operable condition.
 - d. Maintain a list of equipment and available operators should it be needed.

- e. Make plans for moving any Government equipment or Government property if it becomes necessary.
 - f. Revise emergency work schedule as required.
 - g. Issue instructions to be followed in case storm hits.
4. PHASE III (24 Hours Before Landfall)
- a. Inform personnel of imminent severe weather conditions.
 - b. Inform District of current local conditions as requested.
 - c. Implement plans to move persons and equipment as required for protection.
 - d. Maintain liaison with District for current data and forecast.
 - e. Release personnel from duty as directed by Commander or his authorized representative.
5. PHASE IV (12 Hours Before Landfall)
- a. Essential personnel are on standby for work assignment. Others seek safe shelter.
 - b. Protect employees and equipment as required.
6. PHASE V (Hurricane force winds are striking the Georgia Coast.)
- Support EOC operations as required.
7. RECOVERY OPERATIONS

- a. Confirm safety status of assigned personnel. _____
- b. Coordinate all activities through EOC. _____
- c. Keep EOC informed of current conditions.
- d. Support right-of-entry teams as required.
- e. Establish contact with District as soon as possible if communications are interrupted.
- f. Prepare list of available personnel. Provide EOC a copy.
- g. Prepare list of available equipment and its location. Provide EOC a copy.
- h. Provide support personnel, as required.

APPENDIX C
TAB 15

Hurricane Action Checklist

LOGISTICS MANAGEMENT OFFICE

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 Hours Before Landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to emergency response.
 - c. Inspect the Juliette Gordon Lowe Federal Building and Motor Pool to determine what protective measures are necessary to prevent wind and water damage. Identify items to be procured (coordinate with GSA).
 - d. Procure and install necessary protective materials not later than 48 hours prior to expected arrival of hurricane force winds. (coordinate with GSA).
3. PHASE II (48 Hours Before Landfall)
 - a. Buildings.

- (1) Notify GSA that the District is on Hurricane Alert and request that they put their emergency procedures into effect for the Juliette Gordon Lowe Federal Building. Test Emergency Generator and top off fuel tank.
- (2) Inspect roof of Juliette Gordon Lowe Federal Building and remove any debris.

b. Vehicles.

- (1) Determine vehicle and aircraft requirements by contacting Emergency Management, Engineering, Real Estate, Construction and Operations Divisions.
- (2) Identify and locate sufficient vehicles to meet anticipated requirements.
- (3) Make arrangements to obtain vehicles by preparing requisitions for rentals.

c. Office Supplies and Equipment.

- (1) Inventory expendable supplies required in emergency operations as listed by EOC and determine items needed to be purchased.
- (2) Identify and procure portable water containers or bottled water needed for shelter areas.
- (3) Procure large plastic bags to protect computers/printers

d. Motel/Hotel Accommodations.

Identify and locate sufficient motel/
hotel accommodations for EOC personnel
should relocation be necessary to the
Thurmond Powerplant (approx. 30 rooms
will be needed).

e. Dependents.

- (1) Contact the EOC to determine number of dependents of EOC staff that are to receive shelter.
- (2) Assign shelter space for dependents.
- (3) Notify sponsors of space assigned.
- (4) Furnish sponsor a checklist of essential items that each family must bring to the shelter for self support.

4. PHASE III (24 Hours Before Landfall)

a. Buildings.

- (1) Procure emergency rations for the EOC and provide and fill portable water containers or provide bottled water.
- (2) Take action to provide maximum protection against wind and water damage in the case of window breakage by relocating office equipment, files, etc., away from windows.
- (3) Prepare space in the Juliette Gordon Lowe Federal Building for family members of personnel working in EOC. (coordinate with GSA for lighting in shelter area, foyer, and motor pool area also for air conditioning in shelter area).

- (4) Provide large trash cans and bags in EOC and shelter area.
- (5) Provide paper plates, napkins, sugar, salt, pepper, food, coffee, etc. if required.
- (6) Provide Port-o-Johns in EOC and shelter area if required.

b. Vehicles.

- (1) Obtain additional vehicles and aircraft needed by implementing arrangements made in Phase II.
- (2) Place vehicles in locations specified by EOC. Park vehicles in parking garage for storage during storm or relocate to alternate EOC.
- (3) Tag keys to show vehicle tag number and the location of the vehicle.
- (4) Furnish vehicle keys, credit cards and trip tickets to EOC.

c. Office Supplies and Equipment.

Deliver to the EOC, supplies, equipment and forms, etc., needed for emergency operations.

d. Personnel.

- (1) Provide representative for CMT if directed.
- (2) Prior to departing, all employees should disconnect all electrical equipment and office machines not

needed by the EOC. Also, all paperwork must be put in desks or files.

(3) Release personnel from duty as directed by the Commander or his authorized representative.

(4) Reserve motel/hotel accommodations at alternate EOC for EOC personnel if required.

5. PHASE IV (12 Hours Before Landfall)

a. Provide EOC with keys to available vehicles.

b. Re-inspect all office and storage space. Take any necessary action.

6. PHASE V (Hurricane force winds are striking the Georgia Coast.)

Support EOC operations as required.

7. RECOVERY OPERATIONS

a. Confirm safety status of assigned personnel. _____

b. Coordinate all activities through EOC. _____

c. Inform EOC of current conditions.

d. Reconnect all electrical equipment and office machines. Repair any that are damaged.

e. Contact GSA to repair damages to Federal Building.

f. Provide supplies and equipment for emergency field office as required.

g. Prepare list of available personnel.

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Provide EOC a copy.

- h. Prepare list of available equipment and its location. Provide EOC a copy.
 - i. Provide support personnel, as required.
 - j. Block hotel rooms in disaster area for incoming personnel.
 - k. Provide EOC with daily updates for inclusion in SITREPS.
-

APPENDIX C
TAB 16

Hurricane Action Checklist

PROGRAMS AND PROJECT
MANAGEMENT DIVISION

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 Hours Before Landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to emergency response. _____
 - c. Notify Project Management personnel deployed to customer locations of impending storm. _____
3. PHASE II (48 Hours Before Landfall)
 - a. Contact customers that may be impacted by storm to determine their needs and offer support.
 - b. Inspect and document pre-storm condition of all ongoing projects and study areas.
4. PHASE III (24 Hours Before Landfall)
 - a. Continuation of Phase II activities.

- b. Prepare to release non-essential employees when deemed necessary by the Commander or his authorized representative.
- 5. PHASE IV (12 Hours Before Landfall)
 - a. Continuation of Phase III activities.
 - b. Staff EOC as required.
- 6. PHASE V (Hurricane force winds are striking the Georgia Coast.)
Support EOC operations as required.
- 7. RECOVERY OPERATIONS.
 - a. Check damage to PM facilities and equipment.
 - b. Contact all PM employees to assure their safety and relay instructions concerning reporting back to work.
 - c. Provide employees to assist with investigative teams.
 - d. Request TDY assistance as required to accomplish assigned work activities.
 - e. Inspect and document post-storm conditions of all ongoing projects and study areas.
 - f. Provide technical and personnel support as required.
 - g. Prepare daily Situation Reports for all PM activities. (See sample format, Appendix B.) Submit report to EOC.
 - h. Prepare list of available personnel. Provide EOC a copy.

- i. Prepare list of available equipment
and its location. Provide EOC a copy.
- j. Provide support personnel, as required.
- k. Coordinate all activities through EOC. _____

APPENDIX C
TAB 17

Hurricane Action Checklist

SAFETY AND OCCUPATIONAL HEALTH OFFICE

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 Hours Before Landfall)
 - a. Review plans relevant to emergency response. _____
 - b. Brief staff on safety matters to help ensure protection of the life and health of District employees, both on and off the job.
 - c. Establish and maintain contact with CESAD Safety Office.
3. PHASE II (48 Hours Before Landfall)

Continue with Phase I activities.
4. PHASE III (24 Hours Before Landfall)
 - a. Brief survey teams on requirements for special safety considerations, including fire, flooding, downed electrical lines, gas leaks, hazardous and toxic waste exposures.

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- b. Be prepared to release non-essential employees when directed by the Commander.
- 5. PHASE IV (12 Hours Before Landfall)
 - a. Call all essential personnel.
 - b. Prepare to assist EOC on all safety related matters.
- 6. PHASE V (Hurricane force winds are striking the Georgia Coast.)

Support EOC operations as required.
- 7. RECOVERY OPERATIONS. Initial Response (all activities to be coordinated through the EOC)
 - a. Check all Corps offices and motor pool for damages and safety hazards.
 - b. Contact all SO personnel to assure their safety and to relay instructions concerning reporting back to work.
 - c. Contact area or field offices to determine extent of damage and evaluate possible safety hazards considered to be dangerous to life or health.
 - d. Brief disaster teams on safety and health considerations.
 - e. Maintain communication with EOC.
 - f. Coordinate with EOC to obtain TDY assistance if required. Dispatch personnel to field office when advised by EOC.
 - g. Ensure all personnel are properly equipped for safety purposes. Field

personnel should be equipped with hard hats, safety shoes, and first aid kits.

- h. Staff emergency offices, as appropriate, provide safety equipment and instructions on safety requirements for all contracts awarded.
- i. Brief incoming TDY employees on safety and health matters and ensure all field personnel are properly equipped with personal protective equipment.
- j. Review Accident Prevention Plans and Activity Hazard Analyses for acceptance.
- k. Attend where possible all pre-construction conferences and brief contractors on requirements of EM 385-1-1 and other special safety and health considerations and review submittals to assure contractor compliance.
- l. Initiate a plan to conduct safety surveys for ongoing contracts. Prepare safety survey reports. Stop work where necessary when an imminent dangerous situation exists.
- m. Investigate and report to Commander, EOC, and CESAD-SO any work-related accidents involving Corps personnel, contractor personnel, or members of the general public. If accident involves TDY personnel, a report shall also be provided to the employee's home duty station.
- n. Prepare daily Situation Reports for all SO-related activities.
- o. Perform other Safety and Occupational Health duties necessary to accomplish

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assigned Corps mission.

p. Provide support personnel, as required.

q. Coordinate all activities through EOC. _____

APPENDIX C
TAB 18

Hurricane Action Checklist

OFFICE OF SECURITY AND LAW ENFORCEMENT

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 Hours Before Landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to emergency response.
 - c. Establish liaison with Federal, State, and local law enforcement agencies.
 - d. Review District physical security requirements.
 - e. Discuss security impact with field offices to ensure adequate protection of personnel and security of Government property.
3. PHASE II (48 Hours Before Landfall)
 - a. Continue with Phase I activities as required.

- b. Coordinate with field offices, as appropriate, to ensure that proper security of Government-owned property is being accomplished.
- 4. PHASE III (24 Hours Before Landfall)
 - a. Continue with Phase II activities.
 - b. Coordinate security activities at the EOC.
- 5. PHASE IV (12 Hours Before Landfall)
 - a. Continue with Phase III activities.
 - b. Coordinate security of Juliette Gordon Lowe Federal Building.
- 6. PHASE V (Hurricane force winds are striking the Georgia Coast.)

Support EOC operations as required.
- 7. RECOVERY OPERATIONS.
 - a. Confirm safety status of assigned personnel. _____
 - b. Coordinate all activities through EOC. _____
 - c. Coordinate with District field offices and project facilities for any security breaches. Ensure immediate measures are taken to secure Government properties.
 - d. Provide support personnel, as required.
 - e. Provide EOC with daily updates for inclusion in SITREPS. _____

APPENDIX C
TAB 19

Hurricane Action Checklist

OFFICE OF COUNSEL

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 Hours Before Landfall)
 - a. Review plans relevant to emergency response. _____
 - b. Maintain contact with EOC to assure that all applicable weather information is transmitted to OC in a timely manner.
 - c. Assure EOC that OC personnel are available to support EOC as necessary.
3. PHASE II (48 Hours Before Landfall)
 - a. Review pertinent emergency statutes and legislation.
 - b. Continuation of all Phase I activities.
4. PHASE III (24 Hours Before Landfall)
 - a. Make OC personnel available to assist EOC staff.

- b. Stand by to assist and advise other staff elements as necessary.
- c. Provide representative for CMT if directed.
- d. Release personnel from duty as directed by the Commander or his authorized representative.

5. PHASE IV (12 Hours Before Landfall)

Essential personnel on standby for work assignment. Others seek safe shelter.

6. PHASE V (Hurricane force winds are striking the Georgia Coast.)

Support EOC operations as required.

7. RECOVERY OPERATIONS.

- a. Confirm safety status of assigned personnel. _____
- b. Coordinate all activities through EOC. _____
- c. Check list of available staff. Provide EOC a list of available personnel.
- d. Render legal advice and assistance to Commander and all components of the District.
- e. Coordinate with EOC to request additional TDY personnel as necessary to accomplish assigned missions.
- f. Ensure all emergency contracts meet all legal requirements.
- g. Provide legal assistance necessary to respond to contractor claims.

- h. Provide support personnel, as required.
 - i. Provide EOC with daily updates for
inclusion in SITREPS.
-

APPENDIX C
TAB 20

Hurricane Action Checklist

INTERNAL REVIEW OFFICE

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
 - c. Review after-action report from last hurricane relief effort.
2. PHASE I (72 Hours Before Landfall)
 - a. Review plans relevant to emergency plans.
 - b. Normal day-to-day operations.
3. PHASE II (48 Hours Before Landfall)
 - a. Designate personnel and place on notice for work assignment.
 - b. Review applicable emergency statutes and regulations.
4. PHASE III (24 Hours Before Landfall)
 - a. Maintain standby personnel for work assignments.

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- b. Release personnel from duty as directed by the Commander or his authorized representative.
 - c. Advise staff on potential audit issues.
- 5. PHASE IV (12 Hours Before Landfall)
 - a. Confirm personnel on standby for work assignments.
 - b. Staff EOC as required.
 - c. Non-essential personnel seek shelter
- 6. PHASE V (Hurricane force winds are striking the Georgia Coast.)

Support EOC operations as required.
- 7. RECOVERY OPERATIONS.
 - a. Confirm safety status of assigned personnel.
 - b. Maintain standby personnel for work assignment.
 - c. Release personnel from duty as directed by the Commander or his authorized representative.
 - d. Request TDY support, as required, to accomplish assigned missions.
 - e. Attend staff briefings.
 - f. Distribute memo of common emergency issues to staff.
 - g. Review emergency acquisition procedures of materials and supplies (i.e., credit cards, SF 44's, etc.)
 - h. Review financial procedures for costing

labor, travel, per diem, vehicle rentals,
overtime, reporting of time and
attendance, etc.

- i. Execute emergency recovery operations
audit plan for vulnerable areas
identified.
- j. Coordinate activities with Division
Audit Office.
- k. Ensure coordination with AAA, GOA,
DODIG, etc.
- l. Ensure follow up on significant actions.
- m. Provide EOC with daily update for
inclusion in SITREP.
- n. Coordinate all activities through EOC. _____

APPENDIX D

Emergency Response and Recovery Office

1. The purpose of the Emergency Response and Recovery Office (ERRO) is to conduct emergency operations in order to protect lives, alleviate suffering, and remediate property damage caused by a hurricane or major storm. Mission execution should be in accordance with Disaster Guidebook Mission and Function Guides. Typical FEMA missions include, but are not limited to:

- a. Damage surveys
- b. Debris removal
- c. Temporary power
- d. Temporary roofing
- e. Temporary housing
- f. Water and Ice procurement and distribution
- g. Environmental remediation
- h. School rehabilitation
- i. Technical assistance
- j. Clearing navigable waterways and harbors

2. The size and exact composition of the ERRO will depend on the extent of the required recovery effort. The level of staffing by CESAS personnel has been established so that its impact will be minimal to the District's Civil Works and Military functions. The CESAS Commander will serve as the ERRO Commander.

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3. The mission of each division/office follows:

a. Construction Division:

(1) Provides Contracting Officer Representatives and Administrative Contracting Officers.

(2) Performs construction contract administration and claims management.

(3) Performs quality assurance (QA).

(4) Performs coordination between the ERRO, the customer and the contractor.

b. Information Management - Provides communication, local area network (LAN) and other automation support - requires close coordination with the EOC.

c. Logistics Management - Provides requisition, inventory, storage and distribution of equipment, supplies, transportation assets, and lodging.

d. Public Affairs - Provides public information, community and media relations, advises Commander of media issues/concerns. Supports Joint Information Center (JIC) as necessary.

e. Safety - Provides guidance on the proper safety measures and precautions involved with recovery activities, including onsite contractor and office safety considerations and accident prevention.

f. Security - Provides security briefings and necessary security support for all employees and equipment.

g. Counsel - Provides guidance on all legal concerns, excluding Real Estate issues, including contract preparation, environmental law, contractor claims, and liability issues.

h. Civilian Personnel Advisory Center - Responsible for FLSA determination and other personnel-related support such as work schedule guidance.

i. Resource Management - Responsible for budgetary, funding, and financial management functions including certification of funds.

j. Audit - Responsible for ensuring all actions are in accordance with applicable laws, regulations, and guidance.

k. Engineering - Provides engineering and design analysis, inspection and guidance; prepares required engineering plans, specifications, maps, and cost estimates.

l. Planning - Provides environmental assessment, cultural resources, endangered species, wetland, and HTRW surveys.

m. Real Estate -

(1) Coordinates with FEMA for authority to acquire real estate interests in support of missions.

(2) Acquires, manages, and releases real estate interests, such as short-term or long-term acquisitions for office space, warehouse space, ROEs, staging areas, and debris disposal areas, etc.

(3) Resolves claims arising from real estate instruments.

(4) Prepares save and hold harmless agreements.

n. Contracting Division - Responsible for all necessary contracting activities required during the emergency response effort. Solicits offers, prepares and awards contracts, and administers supply and support contracts.

APPENDIX E

Distribution

<u>Activity</u>	<u>Number of Copies</u>
CDR, SOUTH ATLANTIC DIVISION, ATTN: CESAD-ET-CR	4
CDR USAED CHARLESTON, ATTN: CESAC-CO-E	2
CDR USAED WILMINGTON, ATTN: CESAW-EM	2
CDR USAED MOBILE, ATTN: CESAM-EM	2
CDR USAED JACKSONVILLE, ATTN: CESAJ-CO-E	2
FEMA, Region IV, 3003 Chamblee-Tucker Rd, Atlanta, GA 30341	1
GEMA, P.O. Box 18055, Atlanta, GA 30316-0055	1
SCEP, 1429 Senate St., Columbia, SC 29201	1

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